

## Questions and Answers from the ARRA Webinar March 25, 2010

- Q1. Our pay period ends on March 26. March 29, 30 and 31 will be paid on our April 9 payroll. Do we have to report March 29, 30 and 31 in March?
- A1. **Yes.** The federal government has given us specific guidance that indicates all days in the month must be reported for that month. **Please have all March employment data entered into the ARRA system by Monday, April 5 at 8:00 a.m.**
- Q2. When can we stop reporting on jobs that are completed?
- A2. Once the Physical Work Completion Date has been entered into the ARRA system, you must continue reporting for two more months. Enter "0" if no work has been performed or enter the correct number of hours. Two months after the Physical Work Completion Date, the system will begin reporting zeros for you.
- i. For example, if the Physical Work Completion Date is May 15, 2010, you must report for the months of May, June and July. The system will begin reporting for you in August.
- Q3. When do we begin reporting on a job?
- A3. You begin reporting on the job based on the Start Date. If no work has been performed since the Start Date, you must enter "0" for the employment data. Continue to report zero each month until work has begun.
- Q4. How is the Start Date established?
- A4. The Start Date is established at the Pre-Construction meeting.
- Q5. Where or how can we see the Start Date?
- A5. As a result of this question, the **Start Date has been added** to the "Projects" list page in the ARRA web application.
- Q6. Is the DBE cumulative?
- A6. **Yes.** Only "DBE Actual Payments (cumulative)" is a cumulative field (see arrow below).

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**MONTHLY EMPLOYMENT REPORT**

Contracting Agency: IDOT

Federal Project Number / Federal Grant Number: 3-17-SBGP-079-2009

Contract Number/Unique ID: 3559 (LT031) - C

Project Name: Litchfield Municipal Airp

\*Report month (mm/yyyy): 11/2009

\*Prepared By Name: Todd M Bunner

\*Prepared By Title: Payroll Manager

\*Prepared Date (mm/dd/yyyy): 12/3/2009

\*DBE Actual Payments (cumulative): 97434.25

\*Report Status: 1-Jobs, hours, and payroll data provided for the prime contractor or consultant, including at least one subcontractor.

Prime/Subcontractor Direct, On-Project Jobs	Certified DBE	Total Employees	Hours	Payroll
ILLINOIS VALLEY P/	<input type="checkbox"/>	6	650	88
Collins Construction	<input checked="" type="checkbox"/>	4	400	10000
	<input type="checkbox"/>	0	0	0
	<input type="checkbox"/>	0	0	0
	<input type="checkbox"/>	0	0	0

Only this field is cumulative!

Q7. What should I do if my job is not in the ARRA system?

A7. For Highway contracts contact Missy Doedtman at (217) 782-2760 or [missy.doedtman@illinois.gov](mailto:missy.doedtman@illinois.gov)

For Aeronautic contracts contact Christina Pearce at (217) 785-4569 or [christina.pearce@illinois.gov](mailto:christina.pearce@illinois.gov)

For Transit contracts contact Todd Popish at (312) 793-3308 or [todd.popish@illinois.gov](mailto:todd.popish@illinois.gov)

Q8. What are the reporting deadlines for the monthly versus quarterly ARRA reporting cycles?

A8. The ARRA Quarterly Reporting Deadlines can be found on the IDOT website at: <http://www.dot.state.il.us/arrawebinar.html>

This chart is copied below:

**In order to submit the necessary ARRA 1512 reports in a timely manner, we will need all ARRA Vendors to submit jobs creation/retention data within the following timeframes:**

Reporting Period	Deadline for Submission of Jobs Creation/Retention Data to IDOT ARRA Web Application
December 1, 2009 – December 31, 2009	5:00 PM, Monday, January 4, 2010
March 1, 2010 – March 31, 2010	8:00 AM, Monday, April 5, 2010
June 1, 2010 – June 30, 2010	5:00 PM, Monday, July 5, 2010
September 1, 2010 – September 30, 2010	5:00 PM, Monday, October 4, 2010
December 1, 2010 – December 31, 2010	5:00 PM, Monday, January 3, 2011
March 1, 2011 – March 31, 2011	5:00 PM, Monday, April 4, 2011
June 1, 2011 – June 30, 2011	5:00 PM, Tuesday, July 5, 2011
September 1, 2011 – September 30, 2011	5:00 PM, Monday, October 3, 2011
December 1, 2011 – December 31, 2011	5:00 PM, Wednesday, January 4, 2012
March 1, 2012 – March 31, 2012	5:00 PM, Wednesday, April 4, 2012
June 1, 2012 – June 30, 2012	5:00 PM, Tuesday, July 3, 2012
September 1, 2012 – September 30, 2012	5:00 PM, Thursday, October 4, 2012
December 1, 2012 – December 31, 2012	5:00 PM, Friday, January 4, 2013

These deadlines are mandatory and must be met. Please take every precaution to ensure these reporting deadlines are observed. We apologize for any inconvenience these deadlines will impose. This information will be posted on [www.recovery.gov](http://www.recovery.gov) for access by the public. The intent is to ensure that the good things that are happening because of your efforts are communicated and understood by the public. The nation is counting on ARRA to jumpstart America's economic recovery. We want everyone to know that Illinois is leading the way.